

**Claim Form:** [&lt;PDF document&gt;](#) *This form is used for multiple types of claims. Please complete the information that pertains to your claim only. The first and second page must be signed by claimant and second page must be notarized. There are no guarantees that any claim submitted to the City of Warwick will be paid if determined the City is not liable.*

### **Pothole claims**

There are a series of steps to follow, which are detailed below. You can also obtain directions by calling (401) 738-2000 extension 6207.

The City of Warwick has established a policy for pothole claims in keeping with section 24-8-35 of the Rhode Island General Laws. Timeliness is important. Claims have to be made within seven days of striking the pothole. The pothole claim law only applies to cars registered in Rhode Island. The pothole law is only effective for non-residents if their vehicle is registered in a state that has a reciprocal pothole law. Maximum reimbursement amount per the Rhode Island Pothole Statute is \$300.

The registered vehicle owner must submit this form: [&lt;PDF document&gt;](#) and return with the following documentation;

- Three written, itemized estimates with current odometer reading. (or one paid receipt with proof of payment and two estimates)
- Copy of valid RI registration for the vehicle.
- Copy of police report, tow receipt or auto club report verifying the incident.
- Photos of damage, if applicable.

Your claim will not be processed until all information requested is received. The claim will be reviewed internally and a recommendation forwarded to the City Council Public Safety Committee. Notice of the Public Safety Committee meeting will be sent to you so that you may attend and have the opportunity to speak to the Committee members in person. If the committee members have additional questions it is helpful if the claimant is there to answer them.

### **Submit your claim to:**

City of Warwick

Attn: Claims

3275 Post Road

Warwick, RI 02886

### **Damage in a construction zone**

Call (401) 738-2000 extension 6207. You will be directed to the responsible contractor for processing.

### **Other Claims**

These claims must be submitted within thirty days of the incident. Follow procedure as noted

above for pothole claims.

Complete the claim form [&lt;PDF document&gt;](#) and submit with three estimates, police report and any other information that is necessary for your claim. Contact (401) 738-2000 extension 6207 if you have questions regarding the necessary documentation.

Please note that the City of Warwick does not handle property damage claims in excess of \$2,500 or incidents involving personal injuries. The City submits these claims to their administrator to process these claims on behalf of the City of Warwick.

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City of Warwick

Attn: Claims

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Warwick, RI 02886